



DEPARTMENT OF THE NAVY

CENTER FOR NAVAL AVIATION TECHNICAL TRAINING
230 CHEVALIER FIELD AVENUE
PENSACOLA, FLORIDA 32508-5113

CENNAVAVNTECHTRAINST 5216.1
N1
6 Jun 03

CENNAVAVNTECHTRA INSTRUCTION 5216.1

Subj: DELEGATION OF SIGNATURE
AUTHORITY

Ref: (a) U.S. Navy Regulations,
Art. 802
(b) SECNAVINST 5216.5D

1. Purpose. To grant signature authority on behalf of the Commanding Officer to positions assigned to CENNAVAVNTECHTRA.

2. Authorization. Per references (a) and (b) the following positions are hereby granted signature authority, "By direction" of the Commanding Officer, for CENNAVAVNTECHTRA:

- Executive Director (N01)
- Command Evaluator (N00G)
- Administrative Officer (N1)
- Director, 5 Vector Model Directorate (N3)
- Manager, Functional Integration Directorate (N5)
- Director, Knowledge Management Directorate (N6)
- Director, Training Directorate (N7)
- Comptroller (N8)
- Director, Technical Support Directorate (N9)

Above authorized individuals may sign correspondence, to include releasing of naval messages, that falls within their areas of responsibility, unless good judgment calls for the signature of a higher official. This authority is not absolute and may be revoked, temporarily or permanently by the Commanding Officer.

3. Signature Method. Authorized individuals will use "By direction"

when signing documents under this delegated authority.

Sample signature:

J. P. SAILOR or JOHN P. SAILOR
By direction By direction

4. Signature Limitations.
Positions authorized signature authority are not authorized to sign the following documents:

a. That which relates to Command policy.

b. Legal papers by which law requires the signature of the Commanding Officer.

c. Letters of admonition, reprimand, or censure.

d. Letters of Commendation, military and civilian awards.

e. Letters of a critical nature to a person or command.

f. Letters of concurrence or disagreement with recommendation made by higher authority.

5. Individuals authorized signature authority herein may subdelegate signature authority to the lowest responsible person whose position is reasonably related to the function involved. This subdelegation may only occur with the express written permission of the Commanding Officer.

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R. C. MOCK

Distribution:
CENNAVAVNTECHTRA Staff